

What to Expect During New Employee Orientation

Marshfield Clinic Health System's New Employee Orientation is designed to provide you with a smooth transition into your new position and establish a solid foundation for successful involvement, growth and development. If you are not attending group orientation, you will still receive information directly in your department.

You may be scheduled for system orientation on Monday of your first week with possible additional position-specific training from our Education and IS departments during the remainder of the week. Sample orientation schedules, sorted by position type, can be found under "Orientation Materials" on the New Employee Orientation website. Generally, orientation is held from 7:45 a.m. – 5:00 p.m. but may differ at each location. Please follow the timeframe and location noted in your welcome letter.

You may have time to visit your department between orientation sessions, depending on your position. You will be oriented to your department/center after you complete system orientation.

Please contact your Recruiter or Physician Recruiter/Liaison if you require any special accommodations for this orientation.

There are just a few more things you need to know before your orientation:

- Orientation begins promptly - please allow enough time for parking.
- Lunch may be provided on your first day, as part of our orientation program. If you have any special dietary needs, please contact your Recruiter or Physician Recruitment Representative.
- A security photo will be taken within your first two days of employment.
- Dress for orientation is business casual or scrubs.
- Please plan to silence cell phones during the Orientation presentations.
- The Orientation experience is largely paperless. If you would prefer to take physical notes, please plan to bring your own writing materials.